

**ASSOCIATION of  
GOVERNMENTS**

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**Ventura County:** Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

**Orange County Transportation Authority:** Vacant

**Riverside County Transportation Commission:** Robin Lowe, Hemet

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

## MEETING OF THE

# ADMINISTRATION COMMITTEE

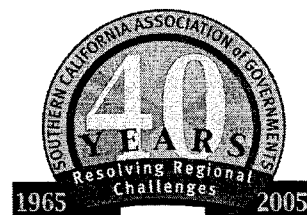
**Thursday, March 3, 2005  
9:00 a.m. – 10:15 a.m.**

**SCAG Offices  
818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
San Bernardino Conference Room A&B  
Los Angeles, California 90017  
213. 236.1800**

## Agenda Enclosed

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at 213.236.1993 or [Salcido@scag.ca.gov](mailto:Salcido@scag.ca.gov).

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.



# ADMINISTRATION COMMITTEE

## AGENDA

|                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PAGE # | ACTIONS                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------|
| 1.0 <u>CALL TO ORDER</u>                                                                                                                                                                                                                                                                                                                                                                                                                            |        | Councilmember<br>Dixon, Chair |
| 2.0 <u>PUBLIC COMMENT PERIOD</u> -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes. |        |                               |
| 3.0 <u>CONSENT CALENDAR</u>                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                               |
| 3.1 <u>Approval Items</u>                                                                                                                                                                                                                                                                                                                                                                                                                           |        |                               |
| 3.1.1 <u>Approve February 3, 2005 Minutes Attachment</u>                                                                                                                                                                                                                                                                                                                                                                                            | 49     |                               |
| 3.1.2 <u>Approval of Contracts</u> RC Attachment                                                                                                                                                                                                                                                                                                                                                                                                    | 10     |                               |
| • Digital Mapping                                                                                                                                                                                                                                                                                                                                                                                                                                   | 11     |                               |
| <u>Temporary Employment Services</u>                                                                                                                                                                                                                                                                                                                                                                                                                | 12     |                               |
| • ACT 1 Personnel Services                                                                                                                                                                                                                                                                                                                                                                                                                          |        |                               |
| • Microlink Enterprise, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                        |        |                               |
| • PMC                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                               |
| • Volt Services Group                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                               |
| 3.2 <u>Receive &amp; File</u>                                                                                                                                                                                                                                                                                                                                                                                                                       |        |                               |
| 3.2.1 <u>Contracts &amp; PO's between \$5,000-\$25,000</u><br>RC Attachment                                                                                                                                                                                                                                                                                                                                                                         | 15     |                               |
| 4.0 <u>CFO'S STAFF REPORT</u>                                                                                                                                                                                                                                                                                                                                                                                                                       |        |                               |



# ADMINISTRATION COMMITTEE

## AGENDA

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|     |                                                                                                                                                                                              | PAGE #                     | ACTIONS    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------|
| 5.0 | <b><u>ACTION ITEMS</u></b>                                                                                                                                                                   |                            |            |
| 5.1 | <u>Final Draft of the 2005/2006 Comprehensive Budget , submittal of the OWP and ICAP Budgets to Caltrans, and submittal of the General Fund Budget to the General Assembly RC Attachment</u> | 30                         | 30 minutes |
|     | <b>Recommended Action:</b> Approve Final Draft which includes the General Fund, Indirect, Fringe, and OWP.                                                                                   |                            |            |
| 5.2 | <u>Contract for Cambridge Systematics, Inc. RC Attachment</u>                                                                                                                                | 31                         | 5 minutes  |
|     | <b>Recommended Action:</b> Approve                                                                                                                                                           |                            |            |
| 6.0 | <b><u>INFORMATION ITEMS</u></b>                                                                                                                                                              |                            |            |
| 6.1 | <u>Monthly Financial Report</u><br>RC Attachment                                                                                                                                             | Heather Copp,<br>CFO<br>45 | 5 minutes  |
| 6.2 | <u>Update of Budget Amendment Status</u>                                                                                                                                                     | Heather Copp,<br>CFO       | 5 minutes  |
| 7.0 | <b><u>FUTURE AGENDA ITEMS</u></b>                                                                                                                                                            |                            |            |
|     | Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.                                                |                            |            |
| 8.0 | <b><u>ANNOUNCEMENTS</u></b>                                                                                                                                                                  |                            |            |
| 9.0 | <b><u>ADJOURNMENT</u></b>                                                                                                                                                                    |                            |            |

The next meeting is scheduled for April 7, 2005 at SCAG Offices downtown Los Angeles.

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**Administration Committee Minutes**  
**February 3, 2005**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, CA 90017. The meeting was called to order by the Vice-Chairperson, Vice-Mayor Sidney Tyler, Jr., City of Pasadena. There was a quorum.

**1.0 CALL TO ORDER**

Vice-Chairman Sidney Tyler, Jr. called the meeting to order at 9:20 a.m.

**Committee Members Present:**

|                               |                         |
|-------------------------------|-------------------------|
| Mayor Jim Aldinger            | City of Manhattan Beach |
| Mayor Harry Baldwin           | City of San Gabriel     |
| Mayor Margaret Clark          | City of Rosemead        |
| Councilmember Lee Ann Garcia  | City of Grand Terrace   |
| Supervisor Hank Kuiper        | County of Imperial      |
| Mayor Ron Loveridge           | City of Riverside       |
| Supervisor Judy Mikels        | County of Ventura       |
| Mayor Pro-Tem Greg Pettis     | City of Cathedral City  |
| Councilmember Bea Proo        | City of Pico Rivera     |
| Councilmember Ron Roberts     | City of Temecula        |
| Vice Mayor Sidney Tyler       | City of Pasadena        |
| Councilmember Dennis Washburn | City of Calabasas       |
| Mayor Toni Young              | City of Port Hueneme    |

**Committee Members Absent:**

|                                 |                          |
|---------------------------------|--------------------------|
| Mayor William Alexander         | City of Rancho Cucamonga |
| Councilmember Paul Bowlen       | City of Cerritos         |
| Councilmember Mike Dispenza     | City of Palmdale         |
| Mayor Richard Dixon             | City of Lake Forest      |
| Mayor Pro-Tem Keith McCarthy    | City of Downey           |
| Councilmember Paul Nowatka      | City of Cerritos         |
| Councilmember Pam O'Connor      | City of Santa Monica     |
| Councilmember Deborah Robertson | City of Rialto           |
| Mayor Bob Yousefian             | City of Glendale         |

**Staff Present:**

|                |                         |
|----------------|-------------------------|
| Heather Copp   | Chief Financial Officer |
| Charlie Wagner | Manager of Finance      |
| Ed Paul        | Internal Auditor        |